

JOINT FINANCE COMMITTEE, SELECTBOARD AND CEMETERY COMMISSION
MEETING MINUTES
REMOTE VIA ZOOM, 1 AVENUE A, TURNERS FALLS, MA
WEDNESDAY, FEBRUARY 17, 2021

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Meeting was opened at 6:00 PM by virtual attendance in the in Upstairs Meeting Room

- **Finance Committee members participating remotely:** Jen Audley, Fred Bowman, Greg Garrison, Chris Menegoni, Franca Wisnewski (**arrived 6:20**), Jennifer Waryas and John Hanold.
- **Selectboard members participating remotely:** Rich Kuklewicz, Michael Nelson, and Chris Boutwell
- **Cemetery Commission members participating remotely:** Judith Lorei and Annie Levine
- **Others participating remotely:** Town Administrator Steve Ellis, Town Accountant Carolyn Olsen, Water Pollution Control Facility Superintendent Chelsey Little, Libraries Director Linda Hickman, Library Trustee Chair Gretchen Wetherby (arrived 6:20), and Airport Manager Bryan Camden
- The Chair announced that the meeting is being streamed and recorded by the MCTV and asked if anyone else was recording the meeting. No one else was recording the meeting. Remote participation for both members and the public was provided by Zoom. The link to the recording is <https://vimeo.com/513863765>.

Approve Meeting Minutes

February 10, 2021

Finance Committee moved: To approve the minutes of February 10, 2021 as submitted.

Vote: Audley –Aye, Bowman-Aye, Garrison-Aye, Hanold-Aye, Menegoni-Aye,
Waryas – Aye

Updates from Town Administrator and Town Accountant

Updates were provided during discussion of topics later on the agenda.

FY 2022 Budget Development

Review of budget requests: (661-440) WPCF Main, (661-449) DPW Subsidiary, (491) Cemeteries, (610) Libraries, (155) Information Technology, (541) Council on Aging, and (691) Historical Commission

WPCF (Department 661-440 and others) Ms. Little presented her first annual budget since assuming her position, and pointed out a duplication of \$10,000 in account 5300 Professional Services and 5411 Communications. This budget also requests the return of the Administrative Assistant to full-time funding. This is proposed to address the increased work-load of compliance with DEP requirements and other office needs. Questions on the second-of-four lease payments on the proposed screw pump and DPW Subsidiary costs for Collection System were answered.

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Ms. Little also noted the inclusion, for the first time, of a provision of 5% of operating expenses as a first step in regular savings for capital improvements at the Facility. This would comply with the recommendation of the consultant on Financial Policies. The Committee discussed briefly the status of the consultant's proposal, as well as the terminology and presentation of this provision, and decided to pursue that at a later time. The Committee thanked Ms. Little for her budgeting effort and deferred a vote to a later date.

Cemeteries (Department 491) Ms. Lorei recapitulated prior presentations on two Special Articles proposed for acceptance of the Highland Cemetery by gift, and the one-time expense for preparation of Green Burial services and general cleanup. It was proposed that the latter Article be included in her operating budget, in view of its modest size and the flexibility of spending purposes, and she agreed.

Finance Committee moved: To approve the Cemeteries Fiscal Year 2022 Budget of \$13,440 (revised from \$12,000).

Vote: Audley –Aye, Bowman-Aye, Garrison-Aye, Hanold-Aye, Menegoni-Aye, Waryas – Aye, Wisnewski – Aye

Selectboard moved: To approve the Cemeteries Fiscal Year 2022 Budget of \$13,440 as amended.

Vote: Kuklewicz –Aye, Nelson- Aye, Boutwell-Aye

Libraries (Department 610) Ms. Hickman was commended for the response of her staff to the challenges of COVID-19. In response to a question she said she prepared the budget assuming full recovery by the beginning of the fiscal year, but feels it will be satisfactory in light of a later recovery. Ms. Hickman confirmed that her budget for Materials complies with the directive from the State that it amount to 19% of the total budget.

Finance Committee moved: To approve the Libraries Fiscal Year 2022 Budget of \$437,744.

Vote: Audley–Aye, Bowman-Aye, Garrison-Aye, Hanold-Aye, Menegoni-Aye, Waryas – Aye, Wisnewski – Aye

Selectboard moved: To approve the Libraries Fiscal Year 2022 Budget of \$437,744.

Vote: Kuklewicz –Aye, Nelson- Aye, Boutwell-Aye.

Information Technology (Department 155) Ms. Olsen reported that the current plan for IT services will continue with consultant services and a small stipend for the IT Administrator. Ms. Olsen will

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clean up the budget tab's description to match the planned activity and re-post this budget to the website.

Finance Committee moved: To approve the IT Fiscal Year 2022 Budget of \$97,800.

Vote: Audley –Aye, Bowman-Aye, Garrison-Aye, Hanold-Aye, Menegoni-Aye, Waryas – Aye, Wisnewski – Aye

Selectboard moved: To approve the IT Fiscal Year 2022 Budget of \$97,800.

Vote: Kuklewicz –Aye, Nelson- Aye, Boutwell-Aye.

Council on Aging (Department 541) No questions were raised.

Finance Committee moved: To approve the COA Fiscal Year 2022 Budget of \$46,521.

Vote: Audley –Aye, Bowman-Aye, Garrison-Aye, Hanold-Aye, Menegoni-Aye, Waryas – Aye, Wisnewski – Aye

Selectboard moved: To approve the COA Fiscal Year 2022 Budget of \$46,521.

Vote: Kuklewicz –Aye, Nelson- Aye, Boutwell-Aye.

Historical Commission (Department 691) Mr. Ellis reported that Suzanne LoManto has prepared a plan for the budget, focusing on support for downtown features including the Spinner statue.

Finance Committee moved: To approve the Historical Commission Fiscal Year 2022 Budget of \$500.

Vote: Audley –Aye, Bowman-Aye, Garrison-Aye, Hanold-Aye, Menegoni-Aye, Waryas – Aye, Wisnewski – Aye

Selectboard moved: To approve the Historical Commission Fiscal Year 2022 Budget of \$500.

Vote: Kuklewicz –Aye, Nelson- Aye, Boutwell-Aye

February 25, 2021 Special Town Meeting Update

Mr. Ellis announced that his office sent emails today to Town Meeting members, describing sign-in procedures for both the familiarization dry-run meetings (about 40 minutes) on February 18 and February 20 and the actual Special Town Meeting on February 25. The Executive Assistant and Assistant Town Clerk expended a significant effort to obtain email addresses from Town Meeting members and to secure “tech buddies” for those who need assistance. Attention was paid to the need for communication with non-Town Meeting voters in Montague, and the town's intent that the meeting be seen as open to all residents, even if they cannot vote.

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Topics Not Anticipated within 48 Hours and Requests for Future Agendas

Messrs. Ellis and Camden reported that the Airport expects to pay the proposed bond off at the ten-year mark; the calculation of interest cost will be changed slightly to match the sharing arrangement and will be clarified at the Special own Meeting. It was clarified that the majority of interest costs will be the responsibility of the Airport Commission and are included in their Fiscal Year 2022 budget.

Agendas for Future Meetings

February 24 – Police, Dispatch, Assessor, Selectboard, Town Counsel, Benefits, and final New Growth and Revenue estimates

March 3 – Gill-Montague Regional School District and Franklin County Technical School

March 10 – Board of Health, Airport, Town Meeting and Emergency Management Director

Adjournment

Finance Committee Moved: To adjourn at 8:01 PM.

Vote: Audley –Aye, Hanold-Aye, Garrison-Aye, Bowman-Aye, Menegoni-Aye, Wisniewski-Aye, Waryas –Aye

Selectboard Moved: To adjourn 8:01 PM.

Vote: Kuklewicz –Aye, Nelson- Aye, Boutwell-Aye.

Respectfully submitted by John Hanold

List of Documents and Exhibits:

- Fiscal Year 2022 Budget Requests
- Fiscal Year 2022 Budget Narratives
- Amortization Schedule for Bond Supporting Purchase of Pioneer Aviation